

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 6-125

1 May 2024

MANDATORY TRAINING POLICY

1. PURPOSE

This memorandum sets forth The Citadel's mandatory training for all employees to complete in order to provide a safe and compliant work environment.

2. REFERENCE

[The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act](#)

[Title IX, Education Amendments of 1972](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

3. POLICY

Mandatory training is required by federal law, state law, or Citadel policy and is critical to maintaining safety, security, and compliance on campus. [Annex A](#) and [Annex B](#) contain The Citadel's current mandatory training requirements: B. Job specific Citadel employees must complete training related to their duties, or activity. Those courses

C. Employees will be notified of the required training by their supervisor or Human Resources. Supervisors are responsible for ensuring completion within the timeframe specified for each training

D. New Employee Orientation (NEO) is required of all new staff members within 30 days of hire or the next scheduled NEO offering.

E. Employees designated as temporary staff will be required to participate in NEO. This can be through an online version, but must be completed within 30 days of initial notification.

4. COMPLIANCE

Failure to comply with this policy may result in disciplinary action, up to and including

termination.

5. NOTES

A. Dates of Official Enactment and Amendments:

Approved by the Vice President for Finance on 1 May 2024.

B. Responsible Department:

Human Resources

C. Responsible Official:

Chief Human Resources Officer

D. Cross References:

[Citadel Memorandum 2-2, Privacy of Student Records](#)

[Citadel Memorandum 2-024, Title IX Grievance Policy](#)

[Citadel Memorandum 2-027, Campus Safety and Security Reporting](#)

[Citadel Memorandum 6-101, New Employee Orientation Policy](#)

[Citadel Memorandum 6-510 Protection of Minors Policy](#)

6. RESCISSION

All previous versions of the “Mandatory Training” policies are rescinded.

7. REVIEW

Review this policy on a biennial basis.

OFFICIAL

PREETHI SAINT
Colonel, SCM
Vice President for Finance

Attachment

[Annex A](#), Mandatory Training Requirements

[Annex B](#), Mandatory Training Requirements Based on Position, Duties, or Activities

ANNEX A
MANDATORY TRAINING REQUIREMENTS

ANNEX A

ANNEX B
MANDATORY TRAINING REQUIREMENTS
 (Based on position, duties or activities)

Required Trainings for Specific Employees	Completion Time	Employee Type	POC /SME	Training Good For
Campus Security Authority (CSA)	30 days post hire	Specific Employees	PSAF	1 year
Payment Card Industry (PCI)	30 days post hire	Any employee with financial access	ITS	1 year